



Immediate Opening

**Director of School Readiness
Programs**

Response Deadline

Friday, November 22, 2002 at 5:00 PM

PO Box 1457 • Capitola, CA 95010 • Telephone: (831)
465-2217 Fax: (831) 479-5477 • www.first5scc.org

Director of School Readiness Programs

General Information

First 5 Santa Cruz County is seeking a highly creative, resourceful, energetic and experienced person to help design and implement a new School Readiness Initiative in Santa Cruz County. This four year, nearly \$4 million dollar initiative will be a cornerstone of First 5's School Readiness community goals. Statewide, the School Readiness Initiative provides \$400 million in state and local matching funds over a period of four years to develop comprehensive school readiness centers/programs/services to serve families and children 0-5 years of age in communities across California.

The initiative's primary focus is the Pajaro Valley Unified School District (PVUSD) and all of the various health, human, social and educational programs that work with children 0-5 and their families. Although the primary focus will be the PVUSD, the Director of School Readiness Programs will work cooperatively with organizations and schools throughout the County, eventually expanding the initiative to other communities in Santa Cruz County.

The Director of School Readiness Programs must be able to communicate with both community and educational organizations as well as the parents, families, and caregivers served by those programs. The Director must be fluent in English and Spanish and be able to effectively communicate orally and in writing. Evening and some weekend meetings may be required, as working parents cannot always attend daytime meetings. The Director must be able to work with diverse populations and respect the many world perspectives brought to the table by parents and other caregivers who are often left out of decision-making programs that effective the lives of their children and community.

The School Readiness Initiative will address each of the five essential and coordinated elements of Community-based Programs as follows:

1. Early Care and Education
2. Parenting and Family Support
3. Health and Social Services
4. Schools' Readiness for Children
5. Site Infrastructure and Administration

Join an exciting team of dedicated community volunteers and a staff that enjoys coming into work each and every day. Imagine being part of an initiative that could change the life of a child and their family....

Important Dates and Deadlines

For more information about our organization, please visit our website at www.first5scc.org and www.ccfc.ca.gov. Please call our office at 831-465-2217 if you have any questions.

November 22, 2002 at 5:00 p.m.
Cover Letter and Resume Deadline

November 23-November 29, 2002
Applicant Review

December 2-December 6, 2002
Community Panel Candidate Interviews

December 9-December 13, 2002
Final Candidate Interviews and Selection

January 6, 2003
Position Start Date

How To Apply

1. **Learn more about our organization and the School Readiness Initiative.** Figure out if you really want to take on a new project in this community and what will be involved in making your work successful. Visit our website at www.first5scc.org or First 5 California's website at www.ccfcc.ca.gov to learn more about who we are and what we do.
2. **Submit one (1) signed original cover letter, resume and required attachments detailing your education and experience to us by Friday, November 22, 2002 at 5:00 p.m.** You are welcome to submit a sample of projects, letters, reports you have written or worked on. *Please keep in mind that these items are not required.* We understand that people like to share their good work so go ahead and do so if you choose. If you are mailing your materials WE MUST RECEIVE IT IN OUR OFFICE by 5:00 p.m. November 22, 2002.

MAILING ADDRESS

Rafael López, Executive Director
First 5 Santa Cruz County
P.O. Box 1457
Capitola, CA 95010

HAND DELIVERY ADDRESS

Rafael López, Executive Director
First 5 Santa Cruz County
1220 -B 41ST Avenue
Capitola, CA 95010

3. **Submit the required attachments as follows by Friday, November 22, 2002 at 5:00 p.m.**
 - ❑ 3 references of people with whom you have worked. You are welcome to have these 3 individuals submit letters of support on your behalf, if that is easier for you and them. We have learned that many people like to submit something in writing, however, this is NOT REQUIRED. Simply know that we will be contacting these people for references if you are selected as a finalist.
 - ❑ 1-page, typed, double spaced essay in English and Spanish that answers the following question:
Parents and other caregivers (uncles, aunts, grandparents, foster parents, etc.) often feel ignored and disrespected by traditional educational institutions. If selected as the Director of School Readiness Programs, how will you include parents and other caregivers in the School Readiness Initiative?

4. **You will be notified by mail that your cover letter, resume, and attachments have been received.** We will send you a signed letter stating that your material and required attachments have been received.

Director of School Readiness Programs

Position Description

The Director of School Readiness Programs will be responsible for ensuring the successful implementation of the School Readiness Initiative in Santa Cruz County. This statewide initiative was developed by First 5 California. It is a four-year program to improve children's readiness for school, the schools' readiness for children, and family and community supports and services that contribute to children's readiness for school success. All School Readiness efforts will address California's cultural and linguistic diversity, in addition to issues for children with disabilities and other special needs.

This position requires experience in working with school districts, early childhood education programs linked to school districts and/or community organization work linked to school districts and/or early childhood education programs, program planning and implementation, project management and coordination, and program evaluation.

Examples of Duties

- Provide primary support to the Executive Director on all School Readiness Initiatives in Santa Cruz County.
- Convene and facilitate a Community Council on School Readiness to prepare First 5 Santa Cruz County's School Readiness Proposal to First 5 California. Based on the application to First 5 California for school readiness funds, develop a plan for successful completion of the School Readiness Initiative, including: timelines, policies and procedures for reporting to the State, and contract monitoring.
- Negotiate annual grant agreements and contracts with participating school/community sites, to include: review of detailed work plan and budget, providing technical assistance to school/community sites where necessary, and liaison with relevant school district and other governmental departments and agencies.
- Implement a contract monitoring system for subcontractors to ensure compliance with individual project goals and overall project goals.
- Conduct regular on-site reviews to assure contract compliance and assist subcontractors with program development.
- Organize and facilitate all-site meetings.
- Provide information and updates from First 5 California.
- Organize and coordinate workshops, meetings, or sessions as needed.

- Coordinate and work with First 5 Santa Cruz County's Consultant Evaluator, Applied Survey Research, and the State's evaluator, Stanford Research Institute, to ensure subcontractors comply with evaluation requirements.
- Provide Technical Assistance and consultation to subcontractors as needed.
- Report to First 5 Santa Cruz County Commission meetings and relevant Committee meetings.
- Identify and pool existing resources in the community related to School Readiness.
- Research and write reports as required.

Required Qualifications

Experience/knowledge of:

- Changing the lives of children and families.
- Communicating with fluency in English and Spanish.
- Working with diverse racial and ethnic populations, children/families living in poverty and with limited educational and financial resources.
- Working in School District settings, or Early Childhood Education settings linked to School Districts, or Community Organization worked linked to School Districts and/or Early Childhood Education programs.
- Planning and program development related to community services.

Desired Qualifications

Experience/knowledge of:

- Social and policy issues related to school readiness programs.
- One or more of the following areas: child care and early learning, child and family health, and family support and parent education.
- Special needs children and families.
- Monitoring and evaluating systems for community services.
- Formulation and operation of community and education based organizations.
- Facilitating public meetings involving diverse stakeholders.
- Methods applied to the collection and evaluation of statistical data.

Skill/Ability to:

- Establish cooperative relationships with diverse community agencies, across agencies and over time.
- Establish trust in parents who have not had experience in working with projects that involve individuals with different skill and language levels.
- Make independent judgments and work independently.
- Coordinate multiple facets of a program function.
- Prepare concise reports and recommendations.

- Communicate effectively orally and in writing.
- Facilitate public meetings.
- Establish and maintain cooperative working relationships with members of other school, city and county departments as necessary.
- Plan, organize and coordinate diverse community program activities.

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is six years of experience in an organization providing social services and/or education which has included responsibility for community and human services development such as planning, evaluating, monitoring or coordinating projects and/or completion of four-year college or university degree, and completion of a graduate degree in education, social/public policy, public administration, or related field. Equivalent work experience may be considered in lieu of graduate degree on a year for year basis.

Education and Experience:

\$34,000-\$48,000, depending on experience. Benefits include health and dental insurance, retirement contribution, vacation and sick leave.

Background Information

What is Prop 10?

In November 1998, voters passed the California Children and Families Act, an initiative that added a 50-cent-per-pack tax on cigarettes to fund education, health, child care and other programs to promote early childhood development, from prenatal to age 5. Prop 10 was designed to address the lack of public funding and support for early childhood development

in the wake of a growing body of scientific evidence indicating the emotional, physical, social and developmental environment to which children are exposed has a profound impact on their ability to reach their greatest potential in school and in life.

What is First 5 California?

First 5 California at the state level and in each of California's 58 counties are carrying out the work of the initiative. First 5 California is the leadership agency and statewide coordinator for the California Children and Families Act. First 5 California provides oversight, training and assistance to all counties and statewide education on the importance of early childhood development. In addition, 20 percent of the overall revenue is administered by First 5 California to offer technical assistance to counties, to conduct research and evaluation on the best policies and practices for young children and to develop education, infrastructure and training programs for parents, child care providers and other professionals.

The bulk of Prop 10 funds, 80 percent, go directly to the county First 5 organizations. Local First 5 organizations must develop strategic plans consistent with guidelines on funding local child development programs and services but they also have maximum flexibility in tailoring funding and programs to local needs.

First 5 California has established an Advisory Committee on Diversity, charged with helping to ensure that statewide Prop 10 programs meet the needs of California's ethnically, linguistically and culturally diverse population and children with special needs and disabilities.

What is First 5 Santa Cruz County?

First 5 Santa Cruz County is our new local name. We believe that all people in Santa Cruz County should be linked with the efforts across California to promote early childhood development and be part of a successful public awareness program. We want to ensure that all of the programs and services implemented under the Prop 10 mantle are viewed as part of a cohesive body. Our new name will be used in all community education efforts and on any printed materials developed.

How are First Five Santa Cruz County Commissioners chosen?

First 5 Santa Cruz County is comprised of members appointed by the Board of Supervisors. Each county Board of Supervisors appoints a five to nine member Commission to include a member of the Board of Supervisors and two members from among those who manage

county functions such as health or behavioral health services, social services, or tobacco prevention and treatment services. The remaining members can be drawn from county functions or organizations that work in the early childhood development arena such as child care resource and referral agencies, community-based organizations, school districts and medical, pediatric and obstetric associations.

What is the vision of First 5 Santa Cruz County?

The vision of First 5 Santa Cruz County is one that welcomes every child, empowers families, and cultivates community.

What is the mission of First 5 Santa Cruz County?

The mission of First 5 Santa Cruz County is to ensure that family-friendly services and education are available so that each child reaches the fifth year of life healthy, ready and able to learn, and emotionally well developed.

What are the values of First 5 Santa Cruz County?

First 5 Santa Cruz County believes that every child is important and unique; families have primary responsibility for their child's healthy growth; the neighborhood and community are partners in supporting families; support for all children must be available, accessible and diverse; and solutions must be creative and innovative.

First 5 Santa Cruz County is guided by the following principles: actions informed by strategic, community-based planning; maximum integration and use of successful resources; emphasis on measurable long-term benefits; and accountability.